



WEBTOOLS

PRODUCT MANAGEMENT ADMINISTRATION

Briggs & Stratton
WebTools User Guide

Version: 3.2

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WEBTOOLS LOCATION

The Briggs & Stratton WebTools system is a central web-based location for the management of product information, web images, manuals, and related content for posting to a network of web sites. This manual is an attempt to outline features and explain the process for the usage of this application.

Location

The Briggs & Stratton WebTools system can be found at:

<http://www.bsppwebtools.com>

WEBTOOLS NEW USER

New Users

As a first time user of the system, you will be confronted with the login screen below and where you will choose **New User Registration**. Complete the form and you will receive approval via a confirmation email. Once approved you can login using the email address and password provided.

The image shows a screenshot of the Briggs & Stratton WebTools Product Management Administration interface. The page has a blue header with the Briggs & Stratton logo and the text "WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION". Below the header, there are two main sections: "REGISTERED USERS LOGIN" and "NEW USER REGISTRATION".

The "REGISTERED USERS LOGIN" section contains a welcome message: "Welcome to the Briggs & Stratton Product Management Administration. This is a secure site that can be used to..." followed by a partially visible login form with fields for email and password.

The "NEW USER REGISTRATION" section contains a message: "If you are interested in using this site, please click here. Your request will be reviewed and access will be confirmed via e-mail within two business days." Below this message is an orange "REGISTER" button.

In the foreground, a larger, detailed view of the "NEW USER REGISTRATION" form is shown. It includes the following fields:

- *First Name
- *Last Name
- *Company/Organization
- *Phone Number
- *Email Address
- *Password
- *Confirm Password
- Comments

At the bottom of the form is an orange "REGISTER" button. A note at the top of the form states: "Please complete the following form in order to gain access to the Briggs & Stratton Product Management Administration. Once your request has been approved, you will be notified via email." and " * Indicates required field."

WEBTOOLS LOGGING IN

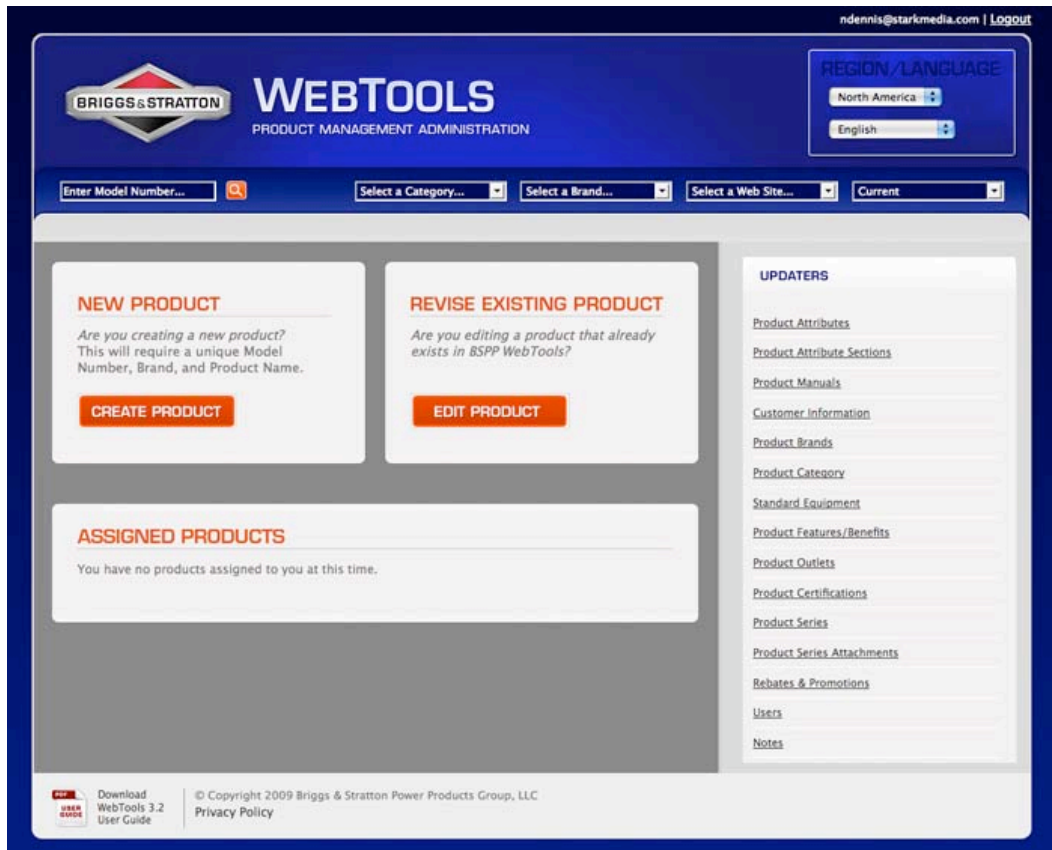
Logging In

Once you are approved as a user, simply input your email address and password and choose **Login**. If you forget your password, type the email address you provided into the field below and choose **Retrieve Password** and your login information will be forwarded to you via that email address.

The screenshot shows the Briggs & Stratton WebTools Product Management Administration interface. At the top left is the Briggs & Stratton logo, and to its right is the text "WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION". The main content area is divided into two columns. The left column contains a "REGISTERED USERS LOGIN" section with a welcome message, an "Email Address" field (containing "ndennis@starkmedia.com"), a "Password" field (containing "****"), a "LOGIN" button, and a "Forgot your password?" section with an "Email Address" field (containing "ndennis@starkmedia.com") and a "RETRIEVE PASSWORD" button. The right column contains a "NEW USER REGISTRATION" section with a message and a "REGISTER" button. At the bottom left, there is a "Download WebTools 3.2 User Guide" link with a PDF icon. At the bottom right, there is a copyright notice: "© Copyright 2009 Briggs & Stratton Power Products Group, LLC Privacy Policy".

WEBTOOLS DASHBOARD OVERVIEW

Once logged in, the next screen offers several options. In the main body, the user is able to choose **New Product**, **Revise Existing Product**, **Assigned Products**, or complete a common tasks through one of the **Updaters** on the right. In addition, the Model Number Search, located in the blue bar directly below the logo, enables the user to find/edit an existing product record in the system and the four dropdown menus on the right offer a live search of the product database based on Product Category, Brand, Web Site, and whether or not the product is Current or Service status.



Region/Language Selection

Choose the region and language from the dropdowns in the header to narrow products. Defaults to North America/English. Only English language in all regions is editable from a Content Author profile.

New Product

Choosing this option allows the user to create a new product, requiring some basic information including the Model Number, Brand, and Product Name.

Revise Existing Product

Choosing this option takes the user directly to the live search of the existing product database, and will require using the dropdown menus in the blue bar to narrow product searches.

Assigned Products

This is a list of products that have been assigned to your profile for updates/approval by another user.

Updaters

This is a list of specific tasks with direct links to their respective updaters. These links are intended for regular users who have general additions/revisions to make that do not necessarily reference an individual product record.

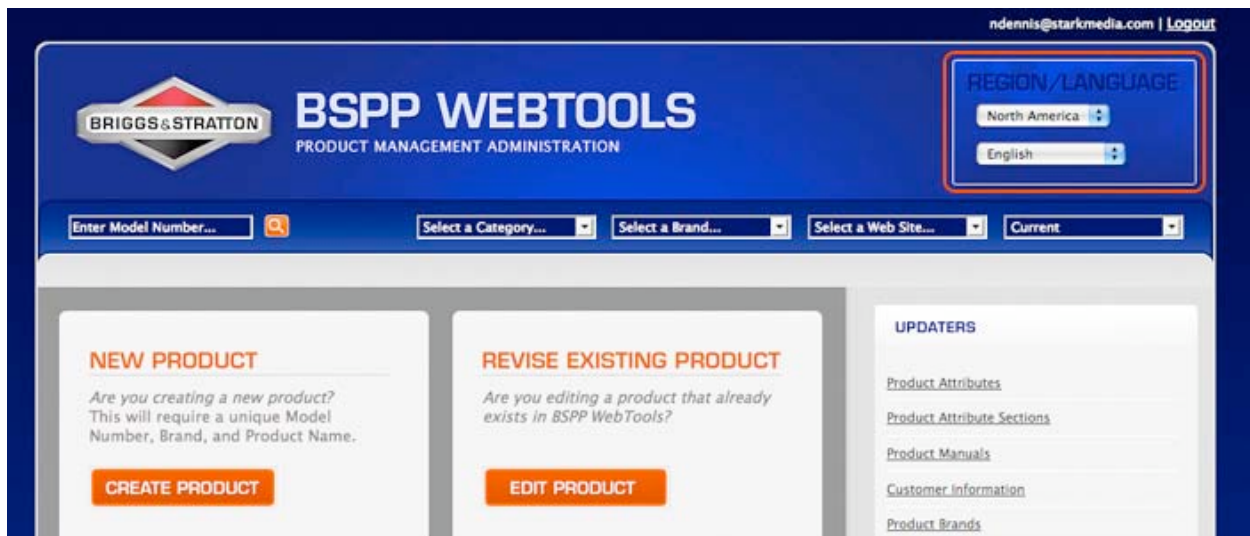
WEBTOOLS REGION/LANGUAGE CONTROLS

Choose a Region

Added functionality to Version 3.2 now allows users to manage multi-language content first organized by region (i.e. North America, Latin America, Australia, Europe, Asia) and then available languages within that region.

Based on your access level, as defined during account setup by the Website Administrator, each user will have the ability to access only content relevant to their editing needs. For example, if a product manager of lawn products from Poland is given access, they may only have access to edit products when Europe is selected as the region in the dropdown in the upper right as well as any languages available to that region in the dropdown below. However, that user will be able to view and duplicate records to their region to provide a starting point for creating a new record with similar content.

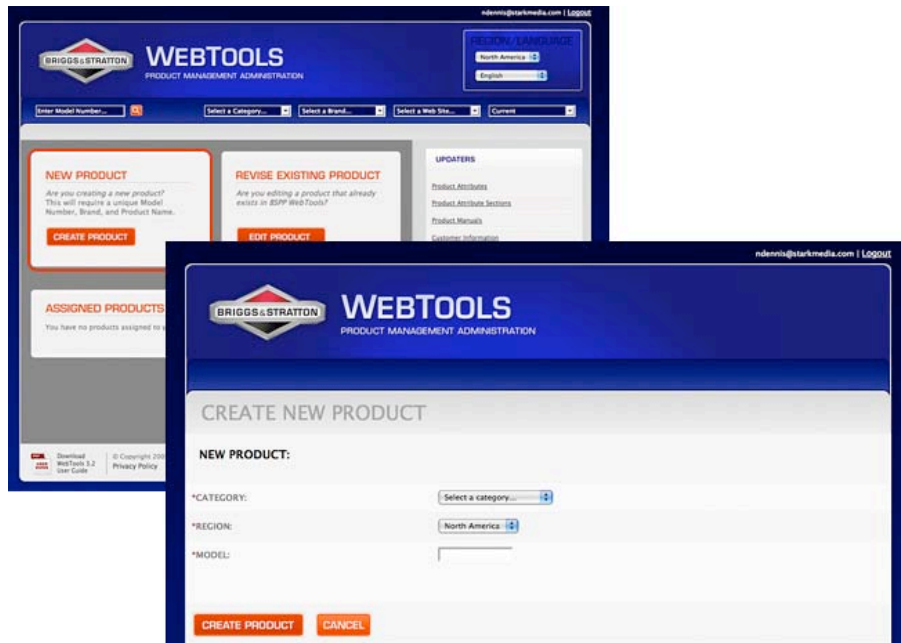
Initially, all regions and languages will display under the dropdown controls in the upper right. Once a user has selected a category, brand, etc. from the sorting dropdowns below and then chooses a product record to view/edit, the regions and languages available on the product detail page will only be relevant to that model.



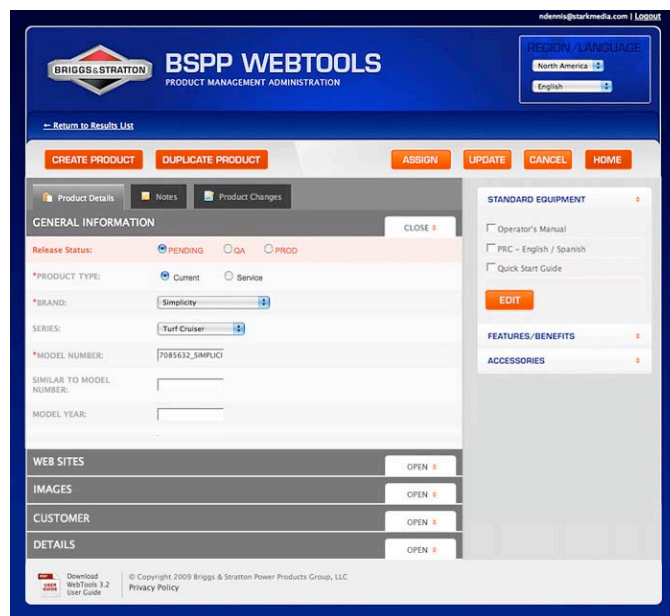
WEBTOOLS ADDING A PRODUCT

Create a New Product

Once the **Create Product** button is chosen, the user will be taken to the product list screen and needs to choose a Product Category from the drop down menu in the blue bar. The user will then choose the **Create Product** button and will be asked to provide a unique Model Number.



Once this number is entered the user must complete some required information including Status, Brand, and Product Name before choosing **Update** to create the record.



Note: All product records must be created in English.

WEBTOOLS EDITING A PRODUCT

Editing a Product

To edit a product that already exists within the system, the user must choose **Edit Product** pictured below in red. The user will then be taken to the top screen below, where the search and/or dropdown filters can be used to find the correct product.

The top screenshot shows the BSPP WebTools interface with the 'REVISE EXISTING PRODUCT' button highlighted in red. The bottom screenshot shows the same interface with a product list table and a preview image of a lawnmower.

SELECT ALL	MODEL NUMBER	BRAND	DATE MODIFIED
<input type="checkbox"/>	2690372	Simplicity	09/11/2008
<input type="checkbox"/>	2690373	Simplicity	10/06/2008
<input type="checkbox"/>	269057	Simplicity	09/11/2008
<input type="checkbox"/>	269037	Simplicity	10/06/2008
<input type="checkbox"/>	2690373	Simplicity	10/06/2008
<input type="checkbox"/>	269037	Snapper	09/19/2008
<input type="checkbox"/>	269037	Snapper	09/19/2008
<input type="checkbox"/>	2690379	Snapper	09/19/2008
<input type="checkbox"/>	2690380	Snapper	09/19/2008

Here the user is able to complete a number of tasks including:

- Change region and/or language of products.
- Rollover the product number to preview an image of the product.
- Sort by Model Number, Brand, Date Modified, or either of two Ratings for the respective category.
- Assign single/multiple products to other registered users for adding/editing product information.
- Import Legacy data from a formatted spreadsheet.
- Import or export data via a PSF formatted spreadsheet.
- Create a PDF of model information with images.
- Create an Excel spreadsheet of model information with images.
- Create a New Product by selecting the Product Category from the dropdown in the blue bar and choose the Create Product button.

WEBTOOLS EDITING A PRODUCT (continued)

The next screen is the main product dashboard, where the user is able to update all areas of product information. Once revisions are made here choose **Update** to save changes, **Cancel** or **Return to Results List** to return to the product list screen, or select a language in the blue Region/Language box in the upper right to edit/update copy in English, French, or Spanish where applicable.

The dashboard is split into two sections. The left side contains the primary fields of entry for product information including the **General Information** about the individual product, **Web Sites** the product will display on, **Images** of the product, **Customers** the product is available at, and general **Details**.

The screenshot displays the WebTools Product Management Administration interface. At the top, the user is logged in as Kaur.Harpreet@basco.com. The interface includes a navigation bar with a 'Return to Results List' link and a 'REGION/LANGUAGE' dropdown menu set to 'North America' and 'English'. Below the navigation bar are buttons for 'CREATE PRODUCT', 'DUPLICATE PRODUCT', 'SAVE', 'UPDATE', 'CANCEL', and 'HOME'. The main content area is divided into two sections. The left section, titled 'GENERAL INFORMATION', contains fields for 'Release Status' (PENDING or QA), 'PRODUCT TYPE' (Current or Service), 'RECORD TYPE-LEGACY' (Yes or No), 'BRAND' (Briggs & Stratton), 'SERIES' (Serious Duty), 'MODEL NUMBER' (074000 - 0), and 'SIMILAR TO MODEL NUMBER'. The right section, titled 'STANDARD EQUIPMENT', lists items such as '30 Piece Tool Kit', '71 Piece Tool Kit', 'Bottle of Compressor Pump Oil', 'Operator's Manual', and 'Pump Oil Breather Cap', with an 'EDIT' button. Below the 'GENERAL INFORMATION' section are buttons for 'WEB SITES', 'IMAGES', 'CUSTOMER', and 'DETAILS'. At the bottom, there is a footer with a 'Download WebTools 3.2 User Guide' link and a 'Privacy Policy' link.

WEBTOOLS EDITING A PRODUCT (continued)

The screen below displays a product record in an alternate language, in this case Latin America Spanish. Note the attributes on the left side of the screen are editable for the new language, and once updated in the alternate language a rollover on that field will reveal the attribute name in North America English for reference.

The screenshot displays the Webtools Product Management Administration interface. At the top, the Briggs & Stratton logo and 'WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION' are visible. The user is logged in as 'Kaur.Harpreet@basco.com'. A 'REGION/LANGUAGE' dropdown menu is set to 'Latin America' and 'Spanish'. The main content area shows a product record for 'Lance el Estado' with a 'Release Status' of 'PROD'. The 'GENERAL INFORMATION' section includes fields for Product Type (Current/Service), RECORD TYPE-LEGACY (Yes/No), Brand (Generac Portable Products), MODEL NUMBER (01037), Similar To Model Number, Model Year, Marketing Model Number, UPC Code, Title, and Model Description. A 'CLOSE' button is present in the top right of the form area.

WEBTOOLS EDITING A PRODUCT (continued)

Adding an Image

To add an image, expand the Images tab by clicking Open. Select Add a new one and Browse for the image on your computer.

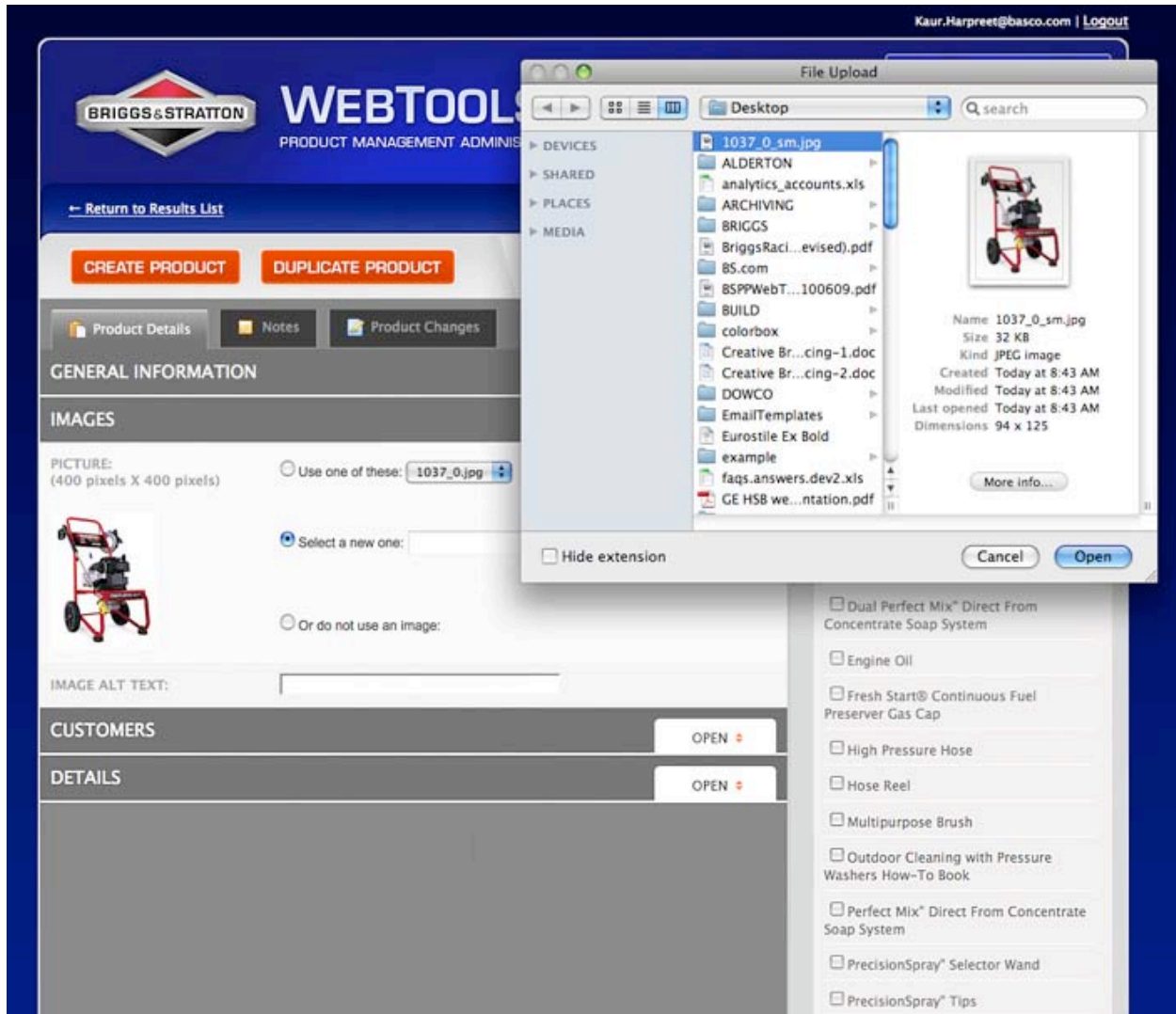


Image Requirements:

- Image should be loaded with the product centered on a white space.
- The image should be 400 pixels X 400 pixels (other sizes are then created by the WebTools system).
- JPEG is the preferred format for raster images and RGB is the required color mode (*CMYK cannot be loaded*)
- The file name should not contain any spaces. For example, if the image is named “pressure washer image.jpg” rename it to “pressure_washer_image.jpg” or “pressure-washer-image.jpg”.

WEBTOOLS EDITING A PRODUCT (continued)

The right side of the dashboard contains additional information including **Features/Benefits**, **Standard Equipment**, **Accessories**, and **Manuals**. Click on the arrows at the right to view the different components, check the items that apply, and choose **Update** to add them. To add new items to these lists, choose **Edit** and the pop up updater displayed below will appear allowing the user to add, remove, and reorder items within each section.

The screenshot displays the WebTools interface for editing a product. The main header includes the Briggs & Stratton logo, the text 'WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION', and a 'REGION/LANGUAGE' dropdown menu set to 'North America' and 'English'. A 'Return to Results List' link is visible. The left sidebar contains navigation options like 'CREATE PRODUCT', 'Product Details', and various information sections: 'GENERAL INFORMATION', 'WEB SITES', 'IMAGES', 'CUSTOMER', and 'DETAILS'. The main content area shows a table for 'Edit Standard Equipment' with columns for Name, Order, ACC, AC, CB, E, and FBH. The table lists items such as 'Operator's Manual', 'Bottle of Compressor Pump Oil', 'Pump Oil Breather Cap', '71 Piece Tool Kit', 'Multipurpose Brush', 'Hose Reel', 'Engine Oil', 'O-Ring Kit', 'Project Pro® Nozzle System', and 'Rotary Brush'. At the bottom of the pop-up window are 'Edit', 'Delete', and 'Save' buttons. The footer contains a 'Download WebTools 3.2 User Guide' link, copyright information for 2009 Briggs & Stratton Power Products Group, LLC, and a 'Privacy Policy' link.

Name	Order	ACC	AC	CB	E	FBH
<input type="checkbox"/> Operator's Manual		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bottle of Compressor Pump Oil		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pump Oil Breather Cap		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 71 Piece Tool Kit		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Multipurpose Brush		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hose Reel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Engine Oil		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> O-Ring Kit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Project Pro® Nozzle System		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rotary Brush		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are done editing the product, click **Save** to submit the changes for approval. However, if you would like to save your progress without submitting your changes for approval, click **Update**.

WEBTOOLS DUPLICATING A PRODUCT

Duplicating a Product

Once the user has chosen a product and has entered the product detail page, choose the Duplicate Product button in the upper left to create a new record with the same information. *This task requires a unique Model Number.*

The screenshot displays the WebTools Product Management Administration interface. At the top, the logo for Briggs & Stratton WebTools is visible, along with the user's email address (Kaur.Harpreet@basco.com) and a Logout link. The interface includes a navigation bar with buttons for 'CREATE PRODUCT', 'DUPLICATE PRODUCT', 'SAVE', 'UPDATE', 'CANCEL', and 'HOME'. Below this, there are tabs for 'Product Details', 'Notes', and 'Product Changes'. The main content area is titled 'GENERAL INFORMATION' and contains several form fields: 'Release Status' (radio buttons for PENDING and QA), 'PRODUCT TYPE' (radio buttons for Current and Service), 'RECORD TYPE-LEGACY' (radio buttons for Yes and No), 'BRAND' (dropdown menu set to Briggs & Stratton), 'SERIES' (dropdown menu set to Serious Duty), and 'MODEL NUMBER: (Material Number - Revision Number)' (text input field with 074000 and 0). There are also sections for 'WEB SITES', 'IMAGES', 'CUSTOMER', and 'DETAILS', each with an 'OPEN' button. On the right side, there is a 'STANDARD EQUIPMENT' section with checkboxes for '30 Piece Tool Kit', '71 Piece Tool Kit', 'Bottle of Compressor Pump Oil', 'Operator's Manual', and 'Pump Oil Breather Cap', along with an 'EDIT' button. At the bottom, there is a footer with a 'Download WebTools 3.2 User Guide' link, a copyright notice for 2009 Briggs & Stratton Power Products Group, LLC, and a 'Privacy Policy' link.

*Note: Records can only be duplicated from a region's English record to English record. For example, a Latin America Spanish record **cannot** be duplicated to create a new record, while a Latin America English record **can** be duplicated.*

WEBTOOLS IMPORTING LEGACY DATA

Importing Legacy Data

In order to import legacy product data, first make sure that your spreadsheet is formatted correctly in accordance with the specifications of the sample document provided. Next, browse for the document and choose **Import**. All Legacy records will be set with a status of SERVICE.

The screenshot displays the WebTools Product Management Administration interface. At the top, the logo for Briggs & Stratton is visible, along with the text 'WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION'. The user is logged in as 'ndennis@starkmedia.com'. The interface includes a search bar and several navigation buttons: 'CREATE PRODUCT', 'LEGACY', 'PSF DATA', 'ASSIGN', 'CREATE PDF', 'CREATE EXCEL', and 'HOME'. The 'LEGACY' button is highlighted.

The main content area shows a table of product records. The table has columns for 'SELECT ALL', 'MODEL NUMBER', 'BRAND', 'DATE MODIFIED', 'RELEASE STATUS', and 'PRODUCT TYPE'. The first row is selected, showing a model number of 2690572, brand 'Simplicity', and a date modified of 06/17/2009. The release status is 'Prod' and the product type is 'Current'. Other rows show similar records with different model numbers and brands like 'Snapper'.

An 'Import Legacy Data' modal window is open in the center. It contains the following text: 'Data must be formatted correctly to ensure proper import. To view a sample formatted file, [click here](#).' Below the text is a 'Browse...' button and an 'IMPORT' button. The modal also shows a 'Done' button at the bottom.

In the bottom right corner, a spreadsheet titled 'sample.xls' is visible. It contains a list of product specifications with columns A, B, C, and D. The specifications include: Category (Pressure Washers), Model (1663-0), Material Number (1660), Revision (0), Brand (Snapper), Customer Model Number (Data Not Available), Customer (Snapper), PSI (2400), GPM (2.5), CP (6000), Assembled Weight (lbs) (80), Dimensions (LxWxH) inches (22.25x22.5x24), Model Description (224110), IPL Number (Data Not Available), Engine Brand (Briggs & Stratton), Engine Series (Intek), Engine Number (120B12), Engine Type Trim (0132-E1), Engine Configuration (Vertical), Horsepower (6), Gross Torque (Data Not Available), Engine Displacement - CC (11.57ci/190cc), Spark Plug (802592S or 5095D), Oil Filter (No), Air Filter (Data Not Available), Low Oil Shutdown (No), Type of Low Oil Shutdown (Data Not Available), Engine Fuel (Gas), Fuel Tank Capacity (1.6 Qt), and Engine Oil Dipstick (Yes).

Note: If a record does not contain a valid Model Number, a new record will not be created. If a model record already exists, current data will not be overwritten however missing data will be added to empty fields.

WEBTOOLS IMPORTING/EXPORTING PSF DATA

Importing/Exporting PSF Data

In order to import product data, first make sure that your spreadsheet is formatted correctly in accordance with the specifications of the sample document provided. Next, browse for the document and choose **Import**.

In order to export product data, select the relevant product checkboxes and choose the **Export** button. An Excel file will be created in the standard format.

The screenshot displays the WebTools interface for product management. The main navigation bar includes buttons for 'CREATE PRODUCT', 'LEGACY', 'PSF DATA', 'ASSIGN', 'CREATE PDF', 'CREATE EXCEL', and 'HOME'. The 'PSF DATA' button is highlighted. Below the navigation bar, there is a search bar and several dropdown menus for 'Lawn Tractors', 'Select a Brand...', 'Select a Web Site...', and 'Current'. A table lists product records with columns for 'MODEL NUMBER', 'BRAND', 'DATE MODIFIED', 'RELEASE STATUS', and 'PRODUCT TYPE'. An 'Import Legacy Data' dialog box is open, showing a 'Browse...' button and an 'IMPORT' button. An 'Export PSF Data' dialog box is also open, showing an 'EXPORT' button. A 'sample.xls' spreadsheet is visible in the foreground, showing a list of product specifications such as Category, Model, Material Number, Revision, Brand, Customer Model Number, Customer, PSI, GPM, CP, Assembled Weight (lbs), Dimensions (LxWxH) inches, Model Description, IPL Number, Engine Brand, Engine Series, Engine Number, Engine Type Trim, Engine Configuration, Horsepower, Gross Torque, Engine Displacement - CC, Spark Plug, Oil Filter, Air Filter, Low Oil Shutdown, Type of Low Oil Shutdown, Engine Fuel, Fuel Tank Capacity, and Engine Oil Dipstick.

Note: If a record does not contain a valid Model Number, a new record will not be created. If a model record already exists, current data will be overwritten. Blank templates can be found on the SharePoint site:

SharePoint → Marketing → eBusiness → Shared Documents → Webtools 3.2 PSF Import Templates

WEBTOOLS CREATING A PDF

Creating a PDF

In order to create a PDF of model information with images, start by sorting to define the products you'd like included. Select the checkbox in front of the products in the list and choose the **Create PDF** button. A pop up will appear requesting the languages that should appear in the document.

The screenshot displays the WebTools Product Management Administration interface. At the top, there is a navigation bar with the Briggs & Stratton logo and the text 'WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION'. A user profile 'ndennis@starkmedia.com | Logout' is visible in the top right. Below the navigation bar, there are search and filter fields: 'Enter Model Number...', 'Lawn Tractors', 'Select a Brand...', 'Select a Web Site...', and 'Current'. A row of buttons includes 'CREATE PRODUCT', 'LEGACY', 'PSF DATA', 'ASSIGN', 'CREATE PDF', 'CREATE EXCEL', and 'HOME'. The main content area shows a table of products with columns for 'SELECT ALL', 'MODEL NUMBER', 'BRAND', 'DATE MODIFIED', 'RELEASE STATUS', and 'PRODUCT TYPE'. A pop-up dialog box is overlaid on the table, titled 'Done', with a 'CREATE PDF' button and three checked language options: English, French, and Spanish. The footer contains a 'Start' button, pagination information 'View All (23) | View 15 1', an 'End' button, and a 'Download WebTools 3.2 User Guide' link. Copyright information for 2009 Briggs & Stratton Power Products Group, LLC is also present.

SELECT ALL	MODEL NUMBER	BRAND	DATE MODIFIED	RELEASE STATUS	PRODUCT TYPE
<input checked="" type="checkbox"/>	2690572	Simplicity	06/17/2009	Prod	Current
<input type="checkbox"/>	2690573			Prod	Current
<input type="checkbox"/>	2690574			Prod	Current
<input type="checkbox"/>	2690575			Prod	Current
<input type="checkbox"/>	2690576			Prod	Current
<input type="checkbox"/>	2690577				09/19/2008
<input type="checkbox"/>	2690578				09/19/2008
<input type="checkbox"/>	2690579				09/19/2008
<input type="checkbox"/>	2690580	Snapper	09/19/2008		09/19/2008
<input type="checkbox"/>	2690755	Simplicity	02/03/2009		02/03/2009
<input type="checkbox"/>	2690756	Simplicity	09/11/2008		09/11/2008
<input type="checkbox"/>	2690757	Simplicity	02/03/2009		02/03/2009

WEBTOOLS CREATING AN EXCEL SPREADSHEET

Creating an Excel Spreadsheet

In order to create an Excel spreadsheet of model information with images, start by sorting to define the products you'd like included. Select the checkbox in front of the products in the list and choose the **Create Excel** button. A pop up will appear requesting the languages that should appear in the document.

The screenshot displays the WebTools interface for product management. At the top, the logo for Briggs & Stratton is visible, along with the text 'WEBTOOLS PRODUCT MANAGEMENT ADMINISTRATION'. A navigation bar includes buttons for 'CREATE PRODUCT', 'LEGACY', 'PSF DATA', 'ASSIGN', 'CREATE PDF', 'CREATE EXCEL', and 'HOME'. The 'CREATE EXCEL' button is highlighted. Below the navigation bar, a search and filter section contains fields for 'Enter Model Number...', 'Lawn Tractors', 'Select a Brand...', 'Select a Web Site...', and 'Current'. A table lists products with columns for 'SELECT ALL', 'MODEL NUMBER', 'BRAND', 'DATE MODIFIED', 'RELEASE STATUS', and 'PRODUCT TYPE'. The first row is selected, and a pop-up dialog is open over it, showing a list of languages: 'English' (checked), 'French' (checked), and 'Spanish' (unchecked). A 'CREATE EXCEL' button is at the bottom of the dialog. The footer contains a 'Download WebTools 3.2 User Guide' link, copyright information for Briggs & Stratton Power Products Group, LLC, and a 'Privacy Policy' link.

SELECT ALL	MODEL NUMBER	BRAND	DATE MODIFIED	RELEASE STATUS	PRODUCT TYPE
<input checked="" type="checkbox"/>	2690572	Simplicity	06/17/2009	Prod	Current
<input type="checkbox"/>	2690573			Prod	Current
<input type="checkbox"/>	2690574			Prod	Current
<input type="checkbox"/>	2690575			Prod	Current
<input type="checkbox"/>	2690576			Prod	Current
<input type="checkbox"/>	2690577			09/19/2008	
<input type="checkbox"/>	2690578			09/19/2008	
<input type="checkbox"/>	2690579			09/19/2008	
<input type="checkbox"/>	2690580	Snapper	09/19/2008	09/19/2008	
<input type="checkbox"/>	2690755	Simplicity	02/03/2009	02/03/2009	
<input type="checkbox"/>	2690756	Simplicity	09/11/2008	09/11/2008	
<input type="checkbox"/>	2690757	Simplicity	02/03/2009	02/03/2009	

WEBTOOLS BASIC WORKFLOW REVIEW

With the addition of multi-region and language content, there are two levels of user within the system, *Website Administrator* and *Content Author*. The workflow procedure for managing records at both levels is outlined below based on the type of task the user is undertaking:

Website Administrator

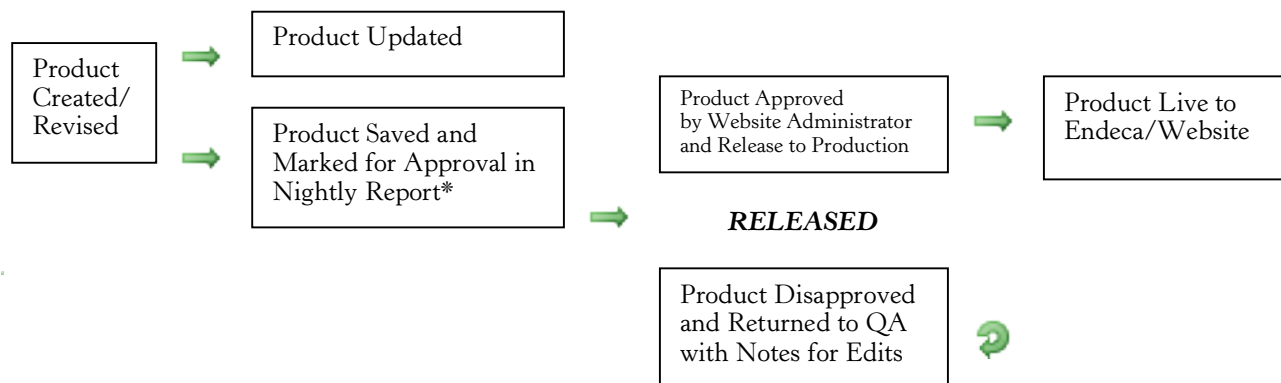
Website Administrator profiles are able to review/promote changes to Production, reject changes made by another user, and edit user profile information.

Content Author – Creating/Revising a Product

When a user creates a new product and completes entry of information, products now submit to a workflow system in which Website Administrators will approve that necessary information has been entered.

When a user chooses the Save button on the product detail page the record will submit for approval. When a user chooses the Update button they are saving the progress of their entry, so that they may resolve questions or find missing values over a number of days without that record being processed to the workflow for approval. Once the author is ready with the missing information, simply choose the Save button to submit to workflow.

WebTools 3.2 Workflow



* Expect product to appear on live website approximately 48 hours after it has been saved and marked for approval.

WEBTOOLS COMPONENT REVIEW

Once logged into the system, the user is presented with a number of separate updaters including the used throughout the creation and management of products. Below is a list of these updaters and a description of their purpose:

- **Main Product Updater**– This updater is where all new products are created and existing products are edited within the system.
- **Product Attributes** – This updater allows for the creation/management of specs/features and their appropriate value.
- **Product Attributes Sections** – This updater allows for the creation/management of sub-groupings for attributes.
- **Product Manuals** – This updater allows for the upload/management of product manuals, installation manuals, and parts lists associated with specific products/categories.
- **Customer Information** – This updater allows for the creation/management of retailers with logos as well web site URL and store locator URL.
- **Product Brands** – This updater allows for the creation/management of active brands to be assigned to regions that sell their products, websites that display them, and retailers that carry them.
- **Product Category** – This updater allows for the creation/management of product categories.
- **Standard Equipment** – This updater allows for the creation/management of standard equipment items to be assigned to specific products/categories.
- **Product Features/Benefits** – This updater allows for the creation/management of features and corresponding benefits to be assigned to specific products/categories.
- **Outlets** – This updater allows for the creation/management of outlets with images to be assigned to specific products (generators).
- **Product Certifications** – This updater allows for the creation/management of relevant product or feature certification information.
- **Product Series** – This updater allows for the creation/management of series to be assigned to specific products/categories and brands.
- **Product Series Attachments** – This updater allows for the creation/management of attachments and their appropriate value assigned to specific brands.
- **Rebates & Promotions** – This updater allows for the creation/management of promotions to be assigned to specific series along with the upload of corresponding banner ads.
- **Users** – This updater allows for the creation/management of Users to the WebTools Administration. *Only available to Website Administrators.*
- **Notes** – This updater allows for the creation/management of notes applied to product models and organized by User assignment.

WEBTOOLS CONTACT INFORMATION

Contacts

Should any questions arise throughout the set-up or use of the WebTools system please contact:

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